



**AUTOMATIC DATA PROCESSING
EQUIPMENT (ADPE) MANAGEMENT**

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AFI 33-112 is supplemented as follows: (This supplement does not apply to Air National Guard or US Air Force Reserve units and members.)

11. No individual will move, swap, transfer, install, or work on ADPE without notifying the Equipment Custodian (EC) responsible for the equipment. All major changes affecting the location, accountability, and makeup of ADPE will be immediately reported by the EC to the Base Equipment Control Officer (ECO).

19.5.1. The position of the Base ECO is a critical function. Duties directly relating to ADPE accountability should be assigned to an individual assuming this position. Commanders should appoint an individual (E-7 or above or civilian equivalent) with prior experience in the ADPE arena (when possible). Individuals with a working knowledge of the Information Processing Management System (IPMS) or previous experience as a ECO or EC should be considered. The respective ECO should be thoroughly trained by the departing ECO prior to assuming duties and responsibilities.

19.5.2. In those rare instances where the minimum grade requirement cannot be met, the installation commander is delegated the authority to waive the minimum grade requirement and appoint the best qualified base ECO. A copy of the appointment letter providing justification for this action and signed by the installation commander will be provided to the MAJCOM ECO.

19.8. To prevent any person from having access to both computer assets and related accountability records, commanders should ensure appointed ECs do not have access to IPMS. No ECO or members of their staff having access to IPMS will be appointed as an ADPE EC.

19.8.4. Commanders should consider appointing a separate EC for each building or for each work section that maintains a quantity of ADPE.

19.9. The ECO should train newly assigned ECs within 15 days of appointment on designated duties and responsibilities. This fact must be documented and a letter maintained on file by both the ECO and EC.

The ECO should prepare and maintain an equipment user's guide. This guide will be provided to each EC and include, as a minimum, the following:

- Procedures for requisitioning, initial pickup, accounting, inventorying, transferring/hand receipting/shipping, reutilizing, and excessing ADPE assets.
- Pertinent points of contact for above procedures.
- Proper use, preparation, and submission of AF Form 597 (*ADPE Maintenance Record*).
- Requirement to outprocess through the Base ECO prior to PCS or transfer.
- Reporting requirements for equipment lost or found on base.

19.9.1. first bullet. Departing ADP ECs process out through the ECO. This requirement should be part of the unit's outprocessing checklist. Unit commanders will provide the Base ECO a letter annually certifying that they have appointed an active EC for all computer equipment accounts under their authority.

20.1. Each Base ECO will provide their supporting ECs ADPE Identification Labels (AF Form 992) for all equipment and when significant changes occur in the ECs ADPE status.

20.2. ECs must attach a new AF Form 992 to ADPE every year during the annual inventory or sooner if major changes have occurred in their ADPE holdings.

21.4. Change 7 CG/GADE to AFPCA/GADE.

25.3.9. All ADPE Reports of Survey must be coordinated with the Base ECO.

27.7. No ADPE will be cannibalized without prior Defense Automation Resources Information Center (DARIC) approval. All requests for approval of cannibalization of ADPE must be submitted by SF Form 120, *Report of Excess Personal Property*, to the Base ECO up through the MAJCOM, AFPCA, and DARIC IN TURN.

32. All users must contact their local EC when any maintenance is performed on their ADPE and ensure a properly prepared local vendor maintenance form or AF Form 597 is completed in accordance with attachment 1. The local EC should thoroughly review these maintenance forms for accuracy and appropriate signatures/phone numbers and provide a copy to the Base ECO.

32.3. The Base ECO will submit all computed AF Forms 597 for charges or credits to their MAJCOM ECO (AMC CPSS/SMSRI) in two copies. AF Forms 597 denoting charges will include two completed copies of AMC Form 135. AF Forms 597 submitted for credit will include two completed copies of AMC Form 137. All AF Forms 597 should be submitted to the MAJCOM ECO NLT the 15th of the month following the month maintenance was completed. A copy of all AF Forms 597 will be maintained by the Base ECO until equipment is turned in to DMRO or deleted from the base DPI account or transferred to another DoD activity (the history documents will transfer with equipment). The reporting requirement in this paragraph is exempt from licensing in accordance with paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

Attachment 1 (Added AMC)**COMPLETION INSTRUCTIONS, AF FORM 597****I. General Instructions:**

1. All times will be expressed in local hours and minutes under the 24-hour time clock system.
2. Local or MAJCOM/SOA instructions will be issued specifying who is responsible for completing items 35 through 40.
3. Items not used will usually be left blank.
4. Complete section I of the form for every maintenance incident; complete sections II and III as needed.

II. Detailed Instructions:**A. Section I, Identification:**

Item 1, Type of Maintenance - Mark the applicable type. Use this item to differentiate between PM and RM. A "1" indicates RM; a "2" indicates PM; "3" indicates an AF Form 597 is being prepared for a maintenance incident other than RM or PM use. Use "3" when recording one-time maintenance incidents or charges and credits resulting from one-time maintenance incidents, such as change of ADPE locations, replacements, or modifications. To record non-billable PM, complete only items 1 through 11 and 16 through 17. For billable PM (applies with some contracts), complete line 19 and applicable items from sections III and IV. The signature items must be completed. Use items 4 and 8 to identify the CPU when recording system time. To record a maintenance incident for other than PM or RM against a machine or system, complete items 1 through 6 and other items that apply. For example, a one-time charge or credit must contain the amount of charge or credit in items 19 and 20.

Item 2, DPI - Enter the 4-digit alphanumeric DPI code as it is on the ADPE inventory.

Item 3, PLN - Enter the program line number (PLN) as it is on the ADPE inventory.

Item 4, Machine No. - Enter the machine number as it is on the ADPE inventory.

Item 5, Feature No. - Enter the feature number as it is on the ADPE inventory.

Item 6, Document No. - The first position of the document number is the last digit of the current year. The second portion is a letter for the month in which the downtime occurred (A = Jan, B = Feb, L = Dec, etc.). Positions 3 and 4 must have a number from 01 to 99; start with 01 for the first downtime incident in the month for each PLN. Should more than 99 documents be used for a PLN within a month, alpha characters may be used (that is, AA, AB, AC...AZ, BA...BZ). Position 5 is used to indicate the carry-over of a maintenance incident from a prior month. Enter A through L to indicate the month the downtime incident began. If the maintenance incident is not a carry-over, leave position 5 blank.

Item 7, Location - Enter the ADPE location as it is on the ADPE inventory.

Item 8, Mach Type/Model - Enter this data as it is on the ADPE inventory.

Item 9, Serial No. - Enter this number as it is on the ADPE inventory.

Item 10, Leased/Purchased - Put an "X" in the box that applies.

Item 11, Vendor Code - Use the 3-position code of the company that furnished the ADPE maintenance. "Vendor" may not be the same as the manufacturer, since machine may be manufactured by one company, but leased or purchased from another company.

Item 12, Second Call - Enter an "X" here for a second or subsequent call (applies only to certain contracts).

Item 13, Problem Recurrence - Enter an "X" if this is a recurrence of the same problem as defined in the contract.

Item 14, Malfunction Occurred - Enter the day (01-31) and 24-hour clock time (DDHHMM). If the form is a carry-over document, leave blank. This field must always be blank for type maintenance "2" and "3." This entry will be actual time of malfunction whether or not processing was canceled and regardless of the time maintenance personnel were notified.

Item 15, Maint Pers Notified - Enter the day (01-31) and 24-hour clock time (DDHHMM) that the first bona fide attempt was made to notify maintenance personnel. If a malfunction has occurred and maintenance personnel have not been notified as of 2400 on the last day of the month, enter "*****" and leave items 16 and 17 blank. If the AF Form 597 is a carry-over document and maintenance personnel were notified in a prior month, leave blank. This item must be left blank for type maintenance "2" and "3." Notification must be a request for service. If the IPC manager elects to delay maintenance until PPM, the time notified will be the start of PPM. Explain delays that exceed 30 minutes in item 29.

Item 16 Maint Pers Arrived - Enter the day (01-31) and 24-hour clock time in DDHHMM format. If maintenance personnel have been notified, but have not arrived as of 2400 on the last day of the month, enter "*****" and leave item 17 blank. If the form is a carry-over document and maintenance personnel arrived in a prior month, leave blank. For type maintenance "3" this item may be left blank if no downtime is involved. Explain delayed response which is outside contract limits in item 29.

Item 17, Repair Completed - Enter the (01-31) and 24-hour clock time in DDHHMM format. If maintenance personnel have arrived but repair is not complete as of 2400 on the last day of the month, enter "*****." For type maintenance "3," this item may be left blank if no downtime is involved.

Item 18, Maintenance Personnel - For "Authorized," enter the number requested by the Air Force to perform maintenance. This entry is the number of personnel for which maintenance charges may apply. For "On site," enter the number actually on site and performing maintenance during the occurrence. Explain the differences between "Authorized" and "On-site" in item 29.

Item 19, Total Billable Charges - Enter charges from item 38H, "right-justified (dollar/cents)."

Item 20, Total Credits - Enter total credits from item 36E, "right-justified (dollar/cents)."

Item 21, Principal/Extended Period of Maintenance - Enter the PPM time (for example, 0830-1730) set between the Air Force and vendor for this ADPE. If an extended period of maintenance (EPM) applies, enter the total period covered by maintenance contract (for example, 0630-1830 for 12-hour coverage). If the maintenance incident occurs on a day not covered by a PPM (weekend or holiday), enter "holiday" or the day of the week (for example, Sunday), as appropriate.

Item 22, Type Maintenance Personnel - Enter "X" to indicate the type of personnel performing maintenance. If "Other" is checked, explain in item 29.

B. Section II, Maintenance.

This section is used to record "begin" and "end" times of events occurring during maintenance incidents. These times for the following events must be logged:

1. Periods of Total System Down - Since contract definitions of system downtime might vary, the appropriate contract will be used to determine the conditions under which a system is to be considered down.

2. Periods of Government-Caused Delay - This event is recorded when maintenance personnel have arrived on-site and the government interrupts maintenance for priority processing of for other reasons. Do not include time when the IPC manager elects to delay maintenance until PPM; this is actually a delay in notification.

3. Periods of Awaiting Parts - The time beginning when repair is halted due to the nonavailability of parts until maintenance begins again when the parts have been obtained.

4. Periods of Degradation - The time a system is operated in a degraded mode due to a machine being down. Does not apply under all contracts.

5. Periods of Government-Requested Standby - The time maintenance personnel are requested to be on-site (standby) during which the equipment is operating.

6. Events that begin, but are not complete as of the last day of the month, must show an event end time of 2400, since AF Form 597 will be closed out as of the last day of the month. Accordingly, such events must show an event-begin date time of 01/0000, on the carry-over AF Form 697. Enter the local time of events 2 and 4 in item 35D.

7. Events 2 through 6 cannot begin prior to the arrival of the vendor engineer.

Note: An event can occur more than once during a maintenance incident.

Item 23 through 25 - Enter an event code, 1 through 5, followed by the day and time the event begins and the day and time the event ends.

1 = Total System Down

2 = Government-Caused Delay

3 = Awaiting Parts

4 = Degradation

5 = Government-Requested Standby

If more space is needed to record maintenance events, they may be listed in item 29.

C. Section III, Parts:

Items 26 through 28 - Part-number entries are required (for most vendors) when an awaiting parts (AWP) delay is encountered. Enter "Y" if the part number ordered is a bench stock item; "n" if not, followed by the vendor stock number. If more than three parts contribute to the delay, list the remaining parts in item 29. Up to seven part numbers can be input for a maintenance incident. The nomenclature of the part may be used in lieu of part numbers of the vendors with contracts that do not require the vendor to provide the part numbers.

Item 29, Remarks - Explain any unusual circumstances. Precede each remark with a number referring to the item on the form which is being explained; for example, 15-delayed notification until PPM.

List all machines interconnected to the malfunctioning machine and which are inoperative due to this remedial maintenance incident. This is important information for accurate computation of credits. This space must also be used for continuation of sections II and III.

Item 30, Description of Malfunction - Give a brief description of the problem.

Item 31, Corrective Action Taken by Maintenance Personnel - State concisely the corrective action(s). Include reimbursable travel mileage and travel time for maintenance personnel.

Item 32, Signature of Initiator - Signature of person initiating AF Form 597. If not practical, type or print the name of the person.

Item 33, Signature of Maintenance Personnel - Obtain signature of maintenance representative after maintenance is completed. If maintenance personnel are not required (by the contract) to sign or are unwilling to sign, type or print the last name and first initial and provide an explanation in item 29. This signature certifies that the work was accomplished on the equipment described.

Item 34, Signature of Base ECO/Air Force Representative - This certifies that the information in sections I, II, and III is complete and accurate and that the work was done. This person, normally the EC or a person designated in writing by the ECO, must ensure that all applicable items on the front of the form are completed.

D. Section IV, Computation. This section is used for computing charges or credits resulting from a maintenance incident.

Item 35, Remedial Maintenance Time - This is a computation of remedial maintenance time for the machine. Use it for computation of maintenance credits under the contract.

A - Enter the time and date in YYMMDD format from item 17.

B - Enter time and date in YYMMDD format from item 15.

C - Subtract time in item B from time in item A and enter the results.

D - Compute total time of all government-caused delays (event code 2) and degradation (event code 4), logged in section II. If not applicable, enter "None."

E - Subtract time in item D from the time in item C and enter the result. An entry in this block is mandatory.

Item 36, Credits - This item is used for computation of credits due the Air Force. Columns are available for computation of any type of credit. Machine and system credits will be calculated and entered in the appropriate column. Enter "Other" credits, such as degradation and late-response credits, in the untitled column. Enter the type of credit in the space provided above the column. If applicable, the amount of the "Other" credit will be added to the machine or system credits and the result entered in item E.

Note: The amount entered in item E must be entered in item 20.

There are three main situations that apply to system and machine credits. The following instructions explain each of these situations:

Situation I - Machine or feature only is inoperative. Make all entries under "Machine."

A - Enter the time (rounded as required by the contract) from item 35E.

B - Enter the applicable credit per hour as shown in the contract for the machine or feature. If a feature has no separate maintenance charge, use the maintenance charge of the associated machine to compute the maintenance.

C - Multiply the time shown in item A by the rate shown in item B. Enter the result.

D - Compute the maximum credit for this occurrence. Enter the result.

E - Enter the smaller amount from item C or D.

Situation II - Machine and system are inoperative for the same period. Make all entries under the title "System."

A - Enter the time (rounded if required by the contract) from item 35E.

B - Enter the applicable credit per hour for the entire system as shown in the contract.

C - Multiply the time shown in item A by the rate shown in item B. Enter the result.

D - Compute the maximum credit for this occurrence for the entire system. Enter the result.

E - Enter the smaller amount from item C or D.

Situation III - System and machine both inoperative, but the machine is inoperative for a different period than the system.

A - For the machine, enter the time from item 35E. For the system, compute the total system downtime of all system downtime occurrences listed in section II (event code 1) and enter total.

B - For the machine, enter the applicable credit per hour as shown in the contract. For the system, determine the credit per hour for the system and subtract the credit per hour for the machine. Enter the difference.

C - Multiply the time shown in item A by the rates shown in item B. Enter the results.

D - Compute the maximum credit for this occurrence for both the machine and for the system. Enter the results.

E - Determine the lesser amount of item C and item D for the machine and add this to the lesser amount of item C and item D for the system. Enter the total. If other machines interconnected to the malfunctioning machine were inoperative as a result of this incident, take special care to calculate maintenance credit for these machines. When the contract provides, show these computations in item 89.

Item 37, Billable Maintenance Time - This is a computation of RM or PM performed outside the PPM or the EPM. An entry in item E is mandatory. If no charges apply because maintenance is performed during a no-charge maintenance period, enter "None" in item E. If charges apply, make the following entries:

A - Enter from item 17 the time that repair was completed.

B - Enter from item 16 the time that maintenance personnel arrived.

C - Subtract item B from item A. Enter the difference.

D - Compute and enter any non-billable time. Non-billable time includes delay for parts (total of all awaiting part periods listed in section II, event code 3), that portion of the total RM time which is "free"

under contractual terms and conditions, and absences of the engineer. Explain in item 39. Free time is RM time during the PPM and the EPM.

E - Compute the billable maintenance time by subtracting item D from item C. Enter the result.

Note: Round time according to contract that apply.

Item 38, Billable Maintenance Charges - This is the computation of the charges that apply under the applicable contract for this occurrence. If there is no billable maintenance time, enter "None" in item H. If charges apply, use the following instructions:

A, B, C, and D - Use these items to compute time and rates for more than one maintenance person and for variations in rates (for example, overtime, weekend, holiday, government-requested standby, etc.). Use a separate block for each rate. The sum of workhours in A, B, C, and D must be equal to time recorded in item 37E.

E and F - Enter the appropriate rates allowed under terms of the contract for travel distance, travel time, or both.

G - Add all the above figures to obtain the total computed cost for this call.

H - If a minimum charge applies a contractual minimum which is greater than the amount in item G), enter "X" in "Maximum" and enter the maximum amount. If the amount in item G is to be adjusted for any other reason, enter "X" in "Other." Enter the adjusted amount in item H and explain the adjustments in item 39; otherwise, enter the amount from item G in item H. Also enter this amount in item 19.

Item 39, Explanation of Computations - Use this space to make computations and to explain unusual circumstances for items 35 through 38.

Item 40, Signature of Air Force Representative - Signature of ECO or designated representative. Signature indicates receipt of services and authorizes the contractor to bill for the amount shown in item 38H.

Note: If the vendor's field maintenance report is available, enter the number of the report in item 29. This will provide a cross-reference and aid in validating charges.

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